

Using a Wiki at Wikispaces, Part II

Now that you have your wiki created, let's look at how to make it more usable for your class.

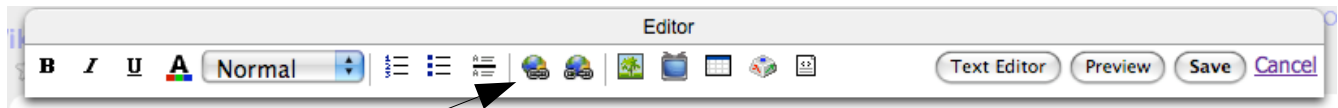
Add a page:

To add a page to your wiki, start in the navigation pane (at the left side of your screen)

Click the “edit navigation” link

Type the name of your page (this will appear in the navigation pane)

Select the text you just typed



Click the Insert Link icon in the toolbar at the top of your screen

A screenshot of the 'Add Link' dialog box. It has two main sections: 'Wiki Link' and 'External Link'. The 'Wiki Link' section is selected with a radio button. It contains fields for 'Link Text' (with the value 'Test'), 'Space' (with the value 'gmtechinfowiki'), and 'Page Name' (with the value 'Test'). Below the 'Page Name' field are two links: 'Choose an existing page' and 'Link to anchor?'. The 'External Link' section is unselected and contains an 'Address' field with the value 'http://'. The dialog box has a title bar that says 'Add Link'.

Since you are actually linking to a page in the wiki, wikispaces anticipates that and sets the page name and space information for you—all you need do is click “OK”.

Voila! A new page in your wiki has been created.

Using Help at Wikispaces

In the top right-hand corner, click the Wikispaces icon (looks like a rectangular button)

Click “get help” to access the Help menu and information

The help menu also offers a series of videos to demonstrate different features

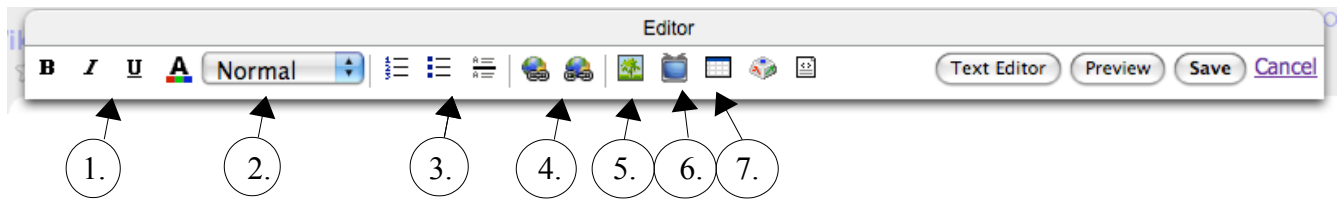
Editing your page

To change your page (add something, make a correction, take something off the page), click the button that reads Edit This Page

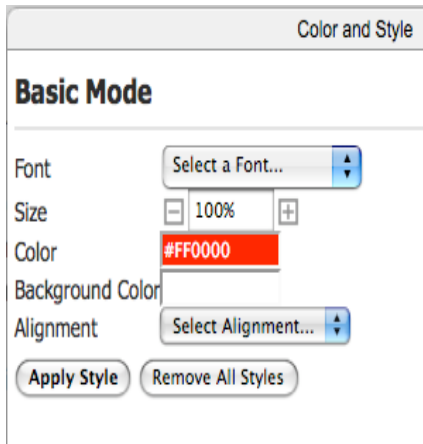
Your page now looks more like a word processing document to which you can make needed changes

Editor Toolbar

Use the tools in the toolbar to edit your document just as you would a word processing document

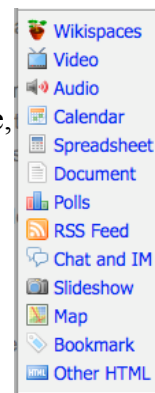


1. Text style and color – Bold, italic, underline, color

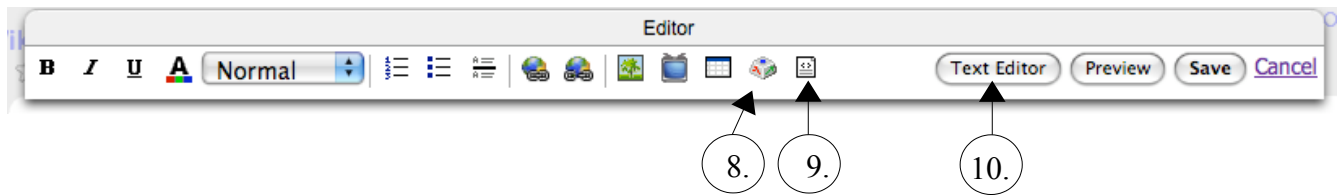


When you click on the Color button, you have options for not only color but font, size, background color, and alignment.

2. Heading style – since the wiki wasn't created necessarily for visual “wow”, the heading style drop- down menu will allow you to choose a style that will set your headings or text apart without indenting.
3. Numbering, bullets, horizontal rule – choose numbering or bullets to apply that particular style to your text. Insert a horizontal rule (horizontal line) where your insertion point is.
4. Insert Link/Remove Link – type the text that you want to be the link, then click the Insert Link button. Choose either internal or external link, and if it's an external link, supply the URL (it's best to copy and paste). If you want to remove the link but not the text, simply select the text and click Remove Link.
5. Insert Images and Files – use this button to insert a document or image onto your wiki page. Place your insertion point at the place on your page where you want the document to appear. Click the Insert Images and Files button; browse to find the document or file; click Upload. Once the document or file has uploaded, an icon will appear in the Images and Files window; double click to insert it onto your wiki page.
6. Embed Widgets – Widgets are small applications you can embed (house) on your wiki page. They include videos (from YouTube, Teacher Tube, Google, Yahoo), calendars (Google, and others), RSS Feeds (“subscription” to updated website), chats (Gabbly, Skype, Meebo), etc. The list here shows the options you have. Simply choose the type of widget you want to embed and follow the step-by-step directions listed. It's easy!
7. Insert a table – insert a “grid” into which you can type information. Often, columns and rows help to organize information on your page.



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8. Insert Special Character – When clicked, this window reveals special characters you might not find on a regular keyboard. Make sure your insertion point is where you want the character to appear; simply choose the character and click Insert.
9. Insert Code – If you have code to insert onto your wiki page, click here—type or paste the code—click Insert Code.
10. Text Editor – Allows you to view your webpage in HTML to make changes.

After you have made the changes you want to your wiki page, click Preview to see it before saving—or simply click Save. If you do not want to initiate the changes you have made, click Cancel to return to your page before you began to edit.